



Kinship Navigator and Kinship Collaboration Coordinator RFI

Information Session

February 14, 2013

Aging and Disability Services



Presenters

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Agenda

- RFI Timeline
- Overview of Kinship Navigator and Collaboration Coordinator RFI
 - Investment Area and Funding Source
 - Service Delivery System – Navigator and Collaboration Coordinator
 - Supplemental Funds
 - Eligible & Targeted Populations
 - Expected Outcomes
 - Agency Eligibility
 - Data Collection Requirements
- Submission Process
- Review and Rating Process
- Appeal Process
- Coordinator: Doug Ricker
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Timeline

1. Funding Opportunity Announcement -- **February 4, 2013**
2. Information Session -- **February 14, 2013**
3. Question Deadline -- **4:00 pm, Tuesday, March 12, 2013**
4. Application Deadline -- **4:00 pm, Wednesday, March 20, 2013**
5. Review/Selection Process -- **March 21 – April 30, 2013**
6. Agency Notification -- **May 8, 2013**
7. Appeal Process -- **Ten business days following Agency Notification**
8. Public Announcement of Award -- **May 27, 2013**
9. Contract Start Date -- **July 1, 2013**



Investment Area and Funding Source

- This RFI is an open and competitive funding allocation process.
- \$115,616 is available through State Aging and Disability Services Administration Kinship Navigator funds (\$76,306) and State Children's Administration Kinship Child Program funds (\$39,310).
- The Kinship Navigator and Kinship Collaboration Coordinator services will be merged into one contract. Only one agency will receive an award.



Investment Area and Funding Source (cont.)

- One contract will be awarded for the period of July 1, 2013 – June 30, 2014.
- Continued funding after the initial contract period will be contingent on successful performance and funding availability.
- The program will likely be RFI'd again in four years in accordance with City of Seattle policy.



Kinship Caregiver: Definition

- A “kinship caregiver” is a relative such as a grandparent, uncle, or sister who is raising a child 18 or younger whose own parents are unable or unwilling to do so.



Service Delivery System

The contract awarded through this RFI will support two positions:

- The **Kinship Navigator** connects kinship caregivers to community resources such as health, financial and legal services, support groups, and emergency funds. The Navigator helps these caregivers locate appropriate housing, explains how to apply for benefits, advocates on their behalf, and helps them acquire basic needs such as beds, clothing, and food for their kinship children.
- The **Kinship Collaboration Coordinator** is a half-time position that supports the King County Kinship Collaboration, a diverse partnership of public and private social service providers and relatives who are raising relatives from across King County.



King County Kinship Collaboration

- The **King County Kinship Collaboration** is a diverse partnership of public and private social service providers and relatives who are raising relatives from across King County
 - The **Kinship Full Group** meets monthly and is for Kinship service providers and any interested kinship caregivers. The main purpose is networking and information sharing.
 - The **Kinship Steering Committee** meets every other month and is for kinship service providers, their partner agencies, and kinship caregiver support group representatives. The main purpose of this committee is to improve coordination among various kinship service providers.

Table 2: Primary service components of and differences between the Kinship Navigator and Kinship Collaboration Coordinator.



Comparison of Job Duties

Function	Kinship Navigator	Kinship Collaboration Coordinator
Provide direct, one-on-one client service	X	
Coordinate with other agencies to provide direct client service	X	
Outreach to individual kinship caregivers	X	
Maintain up-to-date resource information	X	
Organize events for kinship caregivers		X
Provide outreach & support to and develop partnerships with other agencies providing kinship care services		X
Provide outreach/support/training to kinship support groups		X
Coordinate kinship Full Group, facilitate regular meetings		X
Coordinate kinship Steering Committee, attend meetings		X
Fund source/resource development		X
Initiate and coordinate local and state-level advocacy efforts		X



Supplemental Funds

The Kinship Navigator serves as the initial screener **for kinship supplemental funds** which are managed by ADS:

- Processing these requests is a major part of the Navigator's job.
- Examples include:
 - First/last month's rent
 - utility assistance
 - Purchase of bedding, furniture, supplies, clothes, safety locks, etc. so that a child(ren) can live with the kinship caregiver
- More examples are identified in Attachment 5: Kinship Caregivers Support Program (KCSP) Fund Administration



Eligible & Targeted Populations

- **Eligible population: Kinship caregivers living in King County.**
 - Any kinship caregiver caring for a child 18 or younger in the county is potentially eligible for at least some service.
 - *However, the program does not have the resources to serve everyone who is eligible.*
- **Targeted populations: a subset of the eligible client population.** RFI applicants should make special efforts to target the following populations:
 - Caregivers who are low income,
 - From communities of color and/or immigrants/refugees,
 - Provide informal (versus formal) kinship care.
- **See RFI Guidelines Section V. B. “Data on Kinship Caregivers in King County”**



Informal Kinship Caregiving

- “Informal” kinship caregivers do not have legal custody of the children in their care.
 - Because the parents still have custody of the child, informal kinship caregivers do not need to be approved, licensed, or supervised by the state.
- In contrast, formal kinship caregiving involves the parenting of children by relatives as a result of a determination by the court and the child protective service agency.
 - The child is placed in the legal custody of the child welfare agency, and the kinship caregiver provides the full time care, protection and nurturing that the child needs.



Expected Outcomes

HSD Logic Model Outcome: Increased number of aging individuals and people with disabilities make assisted contact with benefit programs and services, receive health care, and gain employment

- Outcome-based contract

For the Kinship Navigator:

- Kinship caregivers report satisfaction with the assistance they received from the Navigator.
- Kinship caregivers report that Navigator assistance helped lower their stress.

For the Kinship Collaboration Coordinator

- Kinship providers/ Collaboration members report satisfaction with the efforts of the coordinator.
- Kinship caregivers report satisfaction with events organized by the coordinator.



Agency Eligibility

- Nonprofits only.
- Can provide services before receiving payment.
- Do not need to have previous experience serving kinship caregivers, but should have experience serving children and/or low-income adults from diverse backgrounds.
- Must have the ability to serve kinship caregivers throughout King County.



Data Collection Requirements

- Applicants must be able to collect and report client-level demographic and service data as stated in the contract.
- Must also have the ability to survey clients before and after service to determine their satisfaction and areas for improvement. Will be required to submit this data.



Submission Deadline

- Applications must be received by:
Wednesday, March 20, 2013
@ 4:00 p.m.
- No faxed or e-mailed applications will be accepted.



Three Ways to Submit

1. Applications can be submitted online at:
<http://web1.seattle.gov/hsd/rfi/index.aspx>
2. Or they can be hand delivered to:
ATTN: Douglas Ricker
700 5th Ave., 58th Floor
Seattle, WA 98104-5017
3. Or they can be mailed to:
ATTN: Douglas Ricker
P.O. Box 34215
Seattle, WA 98124-4215



Review and Rating Process

- Incomplete or applications not following the required format will not be reviewed. Refer to Attachment 1, Application Checklist (p.25).
- A review committee will review and rate completed applications according to the rating criteria.
- The committee reserves the right to request site visits and/or interviews before making a final decision.
- The review committee will forward their funding recommendations to the HSD Director.



Rating Guidelines

Program Design	30%
Capacity and Experience	20%
Cultural Competency	15%
Partnerships and Collaboration	20%
Budget and Leveraging	15%



HSD Online Submission System



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Human Services Department

Investing in People

Welcome to the Human Services Department's (HSD) Online Proposal Submission System used to submit responses to Request for Investments (RFIs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the [RFI Submission Assistance](#) page.

Prior to submitting your response, please review the submission requirements in the RFI/RFQ document to ensure that you are submitting all required documents.

Available RFI / RFQs

HSD is accepting proposals for the following RFIs or RFQs listed below. To submit your response, click on the underlined RFI/RFQ name.

RFI/RFQ ID :	2012009
Name :	Communities Supporting Safe and Stable Housing
Deadline :	8/20/2012 5:00:00 PM Pacific Time



Online Submission Page

Human Services Department - Submit To RFI / New Citizen Program - Microsoft Internet Explorer

Address: http://web1.seattle.gov/hspd/rf/submitrfr.aspx?fid=2010003

SEATTLE.GOV
Greg Nickels, Mayor
Human Services Department
Investing in People

Please Complete The Following Form
- Required Fields

RFI / RFQ Information
RFI/RFQ ID : 2010003
Name : New Citizen Program
Deadline : 7/30/2010 5:00:00 PM Pacific Time

Step 1 - Your Agency Information
Project / Program Name : [?] [?]
Agency / Business : [?]
Mailing Address 1 : [?]
Mailing Address 2 : [?]
City : [?]
State : [?]
Zip : [?]
Director / Owner Name : [?]
Director / Owner Email : [?]
Director / Owner Phone : [?]

Step 2 - Additional Contact And Other Information
☐ Same Address And Contact Info As Above.
☐ Same Address Info Only.
Contact Person : [?]
Contact Address 1 : [?]
Contact Address 2 : [?]
Contact City : [?]
Contact State : [?]
Contact Zip : [?]
Contact Email : [?]
Contact Phone : [?]
Amount Requested : [?] [?]
Comments : [?]
☐ Same As Contact Info.
Submitted By : [?]
Email : [?]
Phone : [?]

Step 3 - Attach Your RFI / RFQ Files
[?] Browse [?]

Step 4 - Submit All Information From Above
[?] Submit Your Information

Reset Form Cancel Submission

For questions, comments or assistance with the Online RFI program, please contact Fausto DeGuzman.
Email: Fausto.DeGuzman@Seattle.gov, Phone: (206) 584-0495
Phone: (206) 386-1001
TTY/Fax: (206) 584-0274
Seattle Human Services Department
700 3rd Ave Suite 3800
PO Box 34125
Seattle WA 98124-4215
Funding Opportunities List of Open RFIs/RFQs RFI Submission Assistance Privacy Policy

Step 1: Enter basic information about the program, agency/business, and director/owner contact information.
Double check to make sure you have entered a correct email address as the system will email a receipt of the submission to every email address you enter.

Step 2 - Additional Contact And Other Information
If the Contact Mailing Address information is the same Agency Address information click on the check box. This will populate the Contact Address information. You may directly key in information if the addresses are different.
Enter a Contact Email and Phone Number.
Amount Requested: Enter the amount requested in the proposal. If this is a process where no dollar amount is allocated, enter "0".
Comments: Enter any comments or special instructions.
Submitted By: Enter the name and contact information of the person who is completing the online submittal process. This allows the RFI/RFQ Coordinator to contact that person if there are any problems with the submittal.

Step 3 - Attach Your RFI Files
This is the step where to attach your documents for submittal. Four document types are accepted by the system. These are MS Word (.doc), MS Excel (.xls), and Adobe (.pdf). Please convert all other files to one of these formats before submission.
To Attach Files - Click on the Browse button, select the file you want to attach, double click or click on Open to attach the file. The file is now attached and should now be listed under Files Ready For Upload.
Repeat this process for any other files you will be submitting. You may delete a file by clicking on the delete button right next to the file you want removed.

Step 4 - Submit All Information From Above
Review all the previous information for completeness, accuracy, that all attached files are those required by the RFI. Once you have completed this review, click on the green Submit Your Information button.
Submittal Confirmation
Provides you with an opportunity to confirm that all of the information you entered is accurate and complete and that all attachments required by the RFI/RFQ have been included.
If all information is accurate and complete, please click Confirm. Click Edit to make changes. Click Cancel Submission to exit and return to the list of open RFIs.
Once you have clicked on Confirm, a receipt page is displayed with the status of your submittal. Print this page for your records.
The receipt will indicate whether or not your submission was received before the deadline. A reference number for your submission is also included.
The system sends a similar receipt to the email address of the Director/Owner, contact person, and the individual who made the online submission. Retain your copy of the email for your records.



Before you respond...

- Understand the requirements and expected outcomes of this RFI.
- Do they match your agency's mission and goals?
- Evaluate your agency's service capacity.
- Ask questions!



More tips...

- Follow the required format defined in the Guidelines
- Be specific, detailed and concise
- Submit an accurate budget; double check your numbers
- If your agency has no experience delivering the Kinship Navigator/Collaboration Coordinator services, describe any related experience and a plan for rapid development of service capacity. Include a start-up timeline.



More tips (cont.)...

- Have someone else read your application before submitting
- Important! Use the **application submission checklist (Attachment 1)** to make sure that you have addressed all questions and requirements
- Ensure enough time for application to get to HSD on time.
- Call/e-mail Doug Ricker if have any questions: 206-684-0292 or doug.ricker@seattle.gov
- Check the Funding Opportunities page on a regular basis for answers to questions other people have asked:
<http://www.seattle.gov/humanservices/funding/>



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest;
- Errors in computing scores;
- Violation of policies or guidelines established in a funding opportunity; and/or
- Failure to adhere to published criteria and/or procedures.



Appeal Process (cont.)

Appeal Deadlines:

- The Human Services Department will notify all applicants in writing of the status of their application.
- Within ten *business days* from the date of the written notification by HSD, the applicant may submit a written appeal to the HSD Director.



Appeal Process (cont.)

Appeal Deadlines:

- The HSD Director will review the written appeal and may request additional oral or written information from the your agency. A written decision by the HSD Director will be made within ten business days of the receipt of the appeal. The HSD Director's decision is final.
- No contracts resulting from this RFI may be finalized until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.



Questions and Answers

Q&A will be posted with the other RFI materials by February 22 and updated weekly:

<http://www.seattle.gov/humanservices/funding/>

RFI Coordinator will respond to emailed questions within 2 business days.

Deadline for questions is March 12 at 4:00 p.m.